



IHB File N°. S1/1001/WP

CIRCULAR LETTER N° 61/2008  
22 July 2008

**PROPOSED IHO WORK PROGRAMME & BUDGET FOR 2009**

- References :
- a) IHO Financial Regulations, Article 8
  - b) Decision 24 of the XVIIth IH Conference - Work Programme 2008-2012
  - c) Decision 32 of the XVIIth IH Conference - 5-Year Budget 2008-2012

Dear Hydrographer and Finance Committee Member,

1 In accordance with Article 8 of the IHO Financial Regulations, the Proposed IHO 2009 Budget (**Annex A**) is hereby submitted to the Finance Committee Members for comments. The IHB has based this budget on the 2009 Work Programme and the Five-Year Budget approved by the XVIIth I.H. Conference. The FC Members are not required to review the Proposed IHO 2009 Work Programme (**Annex B**); the Directing Committee believes it integral to the Budget and it is therefore included. An accompanying explanation of the 2009 Budget and Work Programme (**Annex C**) expands upon the brief text and numbers provided in the main documents.

2 Your attention is drawn to the adjustment made with regard to Income, in the preparation of this proposal:

**Table I: Income:**

The Five-Year Budget approved by the XVIIth I.H. Conference does not forecast an increase in the unit share value of the contribution for the year 2009; consequently, the share value has been kept at the same level as during the period 2005-2008, that is to say 3,984.48€.

The proposed 2009 budget takes into account the accession of Qatar and Ireland who became IHO Members after the XVIIth I.H. Conference, increasing the number of shares from 673, as forecast in the Five-Year Budget - reference c), to 688. With 4 unpaid shares by suspended Member States, the number of shares used for the income calculations is 684, resulting in a contribution income of 2,725,384 Euros and other income (internal tax, sale of publications, and interest on bank accounts), making a total income of 2,944,950 Euros, instead of the 2,901,121 Euros originally forecasted in the Five-Year Budget.

**Table II: Expenses:**

The Directing Committee recommends maintaining the level of expenditure as approved by the XVIIth I.H. Conference, that is to say 2,819,280 €, as part of the adoption of the 5-Year Budget (reference c):

*Chapter I : Personnel Costs: 2,084,791 Euros*  
*Chapter I: Current Operating Costs: 524,365 Euros*  
*Chapter III: Capital Expenditure: 69,224 Euros*  
*Chapter IV: Allocation to funds: 140,900 Euros*

3 The Proposed IHO 2009 Work Programme (Annex B) is explicitly broken down and has been extracted from the approved 5-year Work Programme, duly updated with information received at the IHB.

4 Finance Committee Members are kindly requested to review Annex A and to provide their comments, if any, to the IHB by **30 September 2008**.

5 The IHO 2009 Work Programme and Budget will be subsequently circulated to Member States for approval.

On behalf of the Directing Committee  
Yours sincerely,

A handwritten signature in blue ink, consisting of a large, stylized 'G' followed by a smaller 'L' and a final flourish.

Captain Hugo GORZIGLIA  
Director

Encls: - Annex A - Proposed IHO 2009 Budget  
- Annex B - Proposed IHO 2009 Work Programme  
- Annex C - 2009 Work Program & Budget - Explanatory Document

## ANNEX A

## INTERNATIONAL HYDROGRAPHIC ORGANISATION

## ORGANISATION HYDROGRAPHIQUE INTERNATIONALE

BUDGET FOR 2009  
TABLE I - INCOME - (Euros)BUDGET POUR 2009  
TABLEAU I - REVENUS - (Euros)

Budget approuvé 2007 Approved budget	Budget approuvé 2008 Approved budget	Budget quinquennal 2009 Approved 5Years Budget	Budget révisé 2009 Updated budget
2,90 0,00	2,90 0,00	3,00 0,00	
			Percentage of increase proposed (%) Pourcentage d'augmentation proposé
			0,00
635,0	673,0	673,0	Final number of shares Nombre de parts définitif
3 984,48	3 984,48	3984,48	684
2 530 145	2 681 555	2 681 555	Unit share value - Valeur unitaire de la part
			3984,48
8 955	9 000	9 000	A. CONTRIBUTIONS
0	0	0	Contributions 688 2 741 322
45 000	45 000	45 000	provision for suspended Member States -4 -15 938
7 800	7 800	7 900	Basis for budget estimates 684 2 725 384
148 700	153 820	157 666	B. SALES OF PUBLICATIONS 9 000
-----	-----	-----	Ventes de publications
2 740 600	2 897 175	2 901 121	C. ADVERTISEMENTS IN PUBLICATIONS 0
=====	=====	=====	Annonces dans les publications
			D. INTEREST ON BANK ACCOUNTS 45 000
			Intérêts sur comptes en banques
			E. EXTRAORDINARY INCOME 7 900
			Revenus exceptionnels
			F. INTERNAL TAX
			Imposition interne 157 666
			-----
			2 944 950
			=====

ORGANISATION HYDROGRAPHIQUE INTERNATIONALE  
 BUDGET POUR 2009  
 TABLEAU II - DEPENSES - (Euros)

Budget approuvé 2007 Approved budget Euros	Budget approuvé 2008 Approved budget Euros	Budget quinquennal 2009 Approved 5Years Budget Euros	CHAPTER - CHAPITRE	Budget révisé 2009 Updated Budget Euros
			I. PERSONNEL COSTS	
			DEPENSES DE PERSONNEL	
1 976 000	2 038 500	2 084 791	Salaries Directing Committee - Comité de direction	2 084 791
			Salaries Other staff - Autres membres du personnel	
			Social charges - Charges sociales	
			Benefits and Pensions - Prestations de retraite	
			Controllable Personnal cost - Coût de personnel	
578 500	515 076	524 365	II. CURRENT OPERATING COSTS	524 365
			DEPENSES DE GESTION COURANTE	
			Maintenance, communications, etc.. - Entretien et communications	
			Consulting - Consultants	
			Travels - Déplacements	
			Publications	
74 200	74 200	69 224	III. CAPITAL EXPENDITURE	69 224
			DEPENSES DE CAPITAL	
			IV. ALLOCATIONS TO FUNDS	
7 800	7 800	7 900	- GEBCO Fund - Fonds pour la Carte Bathymétrique	7 900
6 500	3 000	3 000	- Renovation Fund - Fonds de rénovation	3 000
0	55 000	40 000	- Conferences Fund - Fonds pour les conférences / assemblées	40 000
27 500	26 000	20 000	- Director's Removal Fund Fonds pour le déménagement des Directeurs	20 000
64 000	70 000	70 000	- Capacity Building Fund - Fonds de renforcement des capacités	70 000
6 100	0	0	- Printing Fund - Fonds d'impression	0
----- 2 740 600	----- 2 789 576	----- 2 819 280		----- <span style="border: 1px solid black; padding: 2px;">2 819 280</span> =====

TABLE II A : DETAILED EXPENDITURE - Détail des dépenses

Budget approuvé 2007 Approved budget Euros	Budget approuvé 2008 Approved budget Euros	Budget quinquennal 2009 Approved 5Years Budget Euros	CHAPTERS AND ITEMS Chapitres et postes budgétaires	Budget révisé 2009 Updated Budget Euros
400 000	410 000	418 200	I. PERSONNEL COSTS - Dépenses de personnel	
505 000	525 900	539 047	a) Salaries - Directing Committee - Comité de direction	418 200
115 000	120 900	123 922	b) Salaries - Category A - Personnel de Catégorie A	539 047
390 000	402 800	412 870	- Translators - Personnel de Traduction	123 922
10 000	10 300	10 558	- General Services (B & C) - Services généraux	412 870
			Overtime for B & C Categories - Heures supplémentaires	10 558
			(Costs dependent on Salaries)	
33 000	33 600	34 406	c) Annual Bonus (B & C Categories) - Gratification annuelle	34 406
275 000	300 300	307 807	d) Payment to Retirement schemes - Cotis, patronale de retraite	307 807
15 000	15 300	15 683	e) Insurances based on wages - Assurances assises sur salaires	15 683
76 000	65 500	67 333	f) Medical (GAN premiums) - Primes médicales versées au GAN	67 333
30 000	30 600	31 212	g) Family Allowances - Allocations familiales	31 212
34 000	34 700	34 440	h) Education Grants - Allocations pour frais d'études	34 440
			(Costs independent of Salaries)	
75 000	70 000	70 000	i) Medical claims paid - Remboursements de soins	70 000
-15 000	-15 000	-15 000	Medical - refunds from GAN - Remboursements obtenus du GAN	-15 000
0	0	0	j) Home rental - Indemnité de logement	0
12 000	12 200	12 505	k) Home Leave - Congés dans les foyers	12 505
0	0	0	m) Pensions to retired staff - Pensions versées aux retraités	0
5 000	5 100	5 100	n) Miscellan. Personnel Expenses - Autres dépenses de personnel	5 100
			(Controllable Personnel costs)	
6 000	6 100	6 253	o) Salaries - Temporary staff - Personnel temporaire	6 253
10 000	10 200	10 455	p) IHB Staff training - Formation du personnel du BHI	10 455
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1 976 000	2 038 500	2 084 791		2 084 791

Budget approuvé 2007 Approved budget Euros Budget approuvé	Budget approuvé 2008 Approved budget Euros	Budget quinquennal 2009 Approved 5Years Budget Euros	TABLE II A - Continued  CHAPTERS AND ITEMS Chapitres et postes budgétaires	Budget révisé 2009 Updated Budget Euros
			II. CURRENT OPERATING COSTS	
			(Maintenance, communications, etc...)	
55 000	56 100	57 222	a) Maintenance of building - Entretien des locaux	57 222
2 000	2 000	2 000	Multirisk insurance - Assurance multi-risques	2 000
35 000	35 700	36 414	Maintenance of IT equipments - Entretien des équipements	36 414
13 000	13 300	13 566	b) Office Stationery - Fournitures de bureau	13 566
40 000	40 800	41 616	c) Postage, telephone, telex, telefax - Télécommunications	41 616
3 500	3 600	3 672	d) Local Travel - Déplacements locaux	3 672
6 000	6 100	6 222	e) Bank Charges - Charges bancaires	6 222
85 000	40 000	40 000	f) Consultancy (Others than Auditors) - Consultants (hors audit)	40 000
4 000	4 100	4 182	g) Auditors fees - Honoraires du commissaire aux comptes	4 182
19 000	19 876	21 061	h) Public Relations - Relations publiques	21 061
1 000	1 000	1 000	i) Miscellan. Operating Expenses - Autres charges d'exploitation	1 000
			(Travel costs)	
50 000	47 000	47 000	j) Capacity Building (Progr. 2 only) - Renforcem, des capacités	47 000
240 000	220 000	224 400	k) Long Distance (All Progr. except 2) - Grands déplacements	224 400
			(Publications costs)	
11 000	11 200	11 424	l) I.H. Review - Revue hydrographique internationale	11 424
14 000	14 300	14 586	m) Other publications - Autres publications	14 586
-----	-----	-----		-----
578 500	515 076	524 365		524 365

Budget approuvé 2 007 Approved budget Euros	Budget approuvé 2 008 Approved budget Euros	Budget quinquennal 2 009 Approved 5Years Budget Euros	CHAPTERS AND ITEMS Chapitres et postes budgétaires	Budget révisé 2009 Updated Budget Euros
			III. CAPITAL EXPENDITURE - Dépenses d'équipement	
35 000	35 000	30 000	a) Purchase of IT equipments - Equipements informatiques	30 000
13 000	13 000	13 000	b) Furniture & other equipments - Mobilier et autres équipem.	13 000
1 200	1 200	1 224	c) Purchase Publications & Binding - Reliures et publications	1 224
25 000	25 000	25 000	d) Depreciation of fixed assets - Dépréciat, des immobilisations	25 000
-----	-----	-----		-----
74 200	74 200	69 224		69 224
=====	=====	=====	=====	=====
2 628 700	2 627 776	2 678 380	ANNUAL OPERATING COSTS - Coût opérationnel annuel	2 678 380
=====	=====	=====	=====	=====
			IV. ALLOCATION TO FUNDS - Dotations aux fonds dédiés	140 900
7 800	7 800	7 900	- a) GEBCO Fund - Fonds pour la Carte bathymétrique	7 900
6 500	3 000	3 000	- b) Renovation Fund - Fonds de rénovation	3 000
0	55 000	40 000	- c) Conferences Fund - Fonds pour Conférences & Assemblées	40 000
27 500	26 000	20 000	- d) Removal of Directors Fund - Déménagement des directeurs	20 000
64 000	70 000	70 000	- e) Capacity Building Fund - Fonds de Renforcement des capacités	70 000
6 100	0	0	- f) Printing Fund - Fonds d'impression	0
-----	-----	-----		-----
2 628 700	2 627 776	2 678 380	TOTAL EXPENDITURE - Dépense totale	2 819 280
=====	=====	=====		=====

ORGANISATION HYDROGRAPHIQUE INTERNATIONALE

BUDGET POUR 2009

TABLEAU III : RECAPITULATION BUDGETAIRE - (Euros)

Budget approuvé 2007 Approved budget Euros	Budget approuvé 2008 Approved budget Euros	Budget quinquennal 2009 Approved 5Years Budget Euros	CHAPTERS AND ITEMS	Budget révisé 2009 Updated Budget Euros
2 740 600	2 789 576	2 819 280	Net Expenditure - Dépenses nettes	2 819 280
2 740 600	2 897 175	2 901 121	Income - Revenus	2 944 950
-----	-----	-----	Budget Excess - Excédent budgétaire	-----
0	107 599	81 841	Budget Deficit - Déficit budgétaire	125 670
0	0	0	Support to the IRF	0
0	-45 000	-22 000		-22 000
-----	-----	-----	Effect on capital - Effet sur le capital	-----
0	62 599	59 841		103 670
=====	=====	=====		=====



**PROPOSED 2009 IHO WORK PROGRAM**

**Annex B to CL 61/2008**

<b>Program 1- "Co-operation with Member States and with International Organizations"</b>		
<b>Element 1.1 Co-operation with Member States</b>		<b>COMMENTS</b>
<b>Task 1.1.1</b>	Nordic Hydrographic Commission (NHC)	
<b>Task 1.1.3</b>	East Asia Hydrographic Commission (EAHC)	
<b>Task 1.1.4</b>	US and Canada Hydrographic Commission (USCHC)	
<b>Task 1.1.5</b>	a) Mediterranean and Black Seas Hydrographic Commission (MBSHC)      b) Black and Azov Seas WG of MBSHC	
<b>Task 1.1.6</b>	Baltic Sea Hydrographic Commission (BSHC)	
<b>Task 1.1.9</b>	South West Pacific Hydrographic Commission (SWPHC)	
<b>Task 1.1.10</b>	Meso American and Caribbean Hydrographic Commission (MACHC)	
<b>Task 1.1.11</b>	Southern Africa and Islands Hydrographic Commission (SAIHC)	
<b>Task 1.1.13</b>	North Indian Ocean Hydrographic Commission (NIOHC)	
<b>Task 1.1.14</b>	South West Atlantic Hydrographic Commission (SWAtHC)	
<b>Task 1.1.15</b>	Hydrographic Commission on Antarctica (HCA)	
<b>Task 1.1.16</b>	Inter Regional Coordinating Committee (IRCC)	
<b>Task 1.1.18</b>	RHCs to work for completion of adequate ENC coverage for all other types of vessels	
<b>Task 1.1.20</b>	RHCs and the Hydrographic Industry Sector.	
<b>Element 1.2 - Co-operation with International Organizations</b>		
<b>Task 1.2.1</b>	United Nations (UN)	
<b>Task 1.2.2</b>	International Maritime Organization (IMO)	
	* ASSEMBLY	
	* COMSAR	
	* NAV	
	* MSC	
	* TCC	
<b>Task 1.2.3</b>	Intergovernmental Oceanographic Commission (IOC)	
<b>Task 1.2.4</b>	International Association of Marine Aids to Navigation & Lighthouse Authorities (IALA)	
<b>Task 1.2.5</b>	International Cartographic Association (ICA)	
<b>Task 1.2.6</b>	International Federation of Surveyors (FIG)	
<b>Task 1.2.7</b>	International Association of Ports and Harbors (IAPH)	
<b>Task 1.2.8</b>	International Standardization Organization (ISO/TC211)	
<b>Task 1.2.9</b>	International Electro Technical Commission (IEC)	

<b>Task 1.2.10</b>	Antarctic Treaty Consultative Meetings (ATCM)	
<b>Task 1.2.11</b>	Pan American Institute of Geography and History (PAIGH)	
<b>Task 1.2.12</b>	Port Management Association West & Central Africa (PMAWCA) & Maritime Organizations of West and Central Africa (MOWCA)	
<b>Task 1.2.13</b>	Council of Managers of National Antarctic Programs (COMNAP)	
<b>Task 1.2.14</b>	International Association of Antarctic Tour Operators (IAATO)	
<b>Task 1.2.15</b>	Scientific Committee on Antarctic Research (SCAR)	
<b>Task 1.2.16</b>	Other International Organizations.	
	* DGIWG	
	* NATO School	
	* GEO	
	* European Union	
	* JBGIS	

### **Element 1.3 - Co-operation with non-Member States**

<b>Task 1.3.1</b>	Eastern Atlantic Hydrographic Commission. Develop strategy.	
<b>Task 1.3.2</b>	South West Pacific Hydrographic Commission. Develop strategy.	
<b>Task 1.3.3</b>	MesoAmerican & Caribbean Hydrographic Commission. Develop strategy.	
<b>Task 1.3.4</b>	Southern Africa and Islands Hydrographic Commission. Develop strategy.	
<b>Task 1.3.5</b>	ROPME Sea Area Hydrographic Commission. Develop strategy.	
<b>Task 1.3.6</b>	North Indian Ocean Hydrographic Commission. Develop strategy.	
<b>Task 1.3.7</b>	Baltic Sea Hydrographic Commission . Develop strategy.	
<b>Task 1.3.8</b>	Mediterranean and Black Seas Hydrographic Commission. Develop strategy.	

## **Program 2 - Capacity Building**

### **Element 2.1 - Capacity Building Management**

		COMMENTS
<b>Task 2.1.1</b>	IHO Capacity Building Sub-Committee (IHO CBSC)	
<b>Task 2.1.2</b>	Capacity Building Fund (CBFund)	
<b>Task 2.1.3</b>	Meetings with other organizations, funding agencies, private sector and academia.	
<b>Task 2.1.4</b>	IHO Capacity Building Strategy	
<b>Task 2.1.5</b>	Capacity Building Work Program (CBWP)	
<b>Task 2.1.6</b>	Follow-up of CB activities and initiatives. Develop procedures.	
<b>Task 2.1.7</b>	Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IAB).	
<b>Task 2.1.8</b>	Hydrographic and Nautical Cartographic Training.	

### **Element 2.2 - Capacity Building Assessment**

<b>Task 2.2.1</b>	Technical and Advisory Visits. Travel, subsistence and consultancy	
	EAHC (Technical Visits)	

	SWPHC (Advisory Visits)	
<b>Task 2.2.2</b>	S-55 Status of Hydrographic Surveying and Nautical Charting Worldwide	
<b>Task 2.2.3</b>	Assessment procedures.	

**Element 2.3 - Capacity Building Provision**

<b>Task 2.3.1</b>	Raise Awareness of the Importance of Hydrography.	
<b>Task 2.3.2</b>	Technical Workshops, Seminars, Short Courses.	
	Workshop on Port and Shallow Water surveys, S-44. (BSHC)	RHC Chair to confirm this activity and provide details.
	Chart Production and ENC Training Course (SWATHC, MACHC and SEPHC)	
	Seminar for National Hydrographic Committee Chairmen (SWPHC and SAIHC)	
	MSI Technical Training Course (RSAHC and EAHC)	
	Workshop on Regional Survey Team Operations (NIOHC)	RHC Chair to confirm this activity and provide details.
	QA on ENC Production (EAHC)	
	Advice for development of prioritised national survey plan Seychelles (SAIHC)	
	MBES Course OMG (SWATHC, MACHC and SEPHC)	
	Technical Workshop on INT charts and scheming (RSAHC)	RHC Chair to confirm this activity and provide details.
	5 week ENC production course, delivered in region by UK in first quarter 2008 (NIOHC)	To be considered by CBC at a later stage depending on resources available.
	QA on Multibeam Surveying and Post Processing (EAHC)	To be considered by CBC at a later stage depending on resources available.
	Training (SAIHC, Madagascar)	Conditional, depending on the results received from stage 1 (2008), if support is approved, and additional information to be requested on activities, costs etc.
<b>Task 2.3.3</b>	Hydrographic and Nautical Cartography Courses.	
<b>Task 2.3.4</b>	On the Job Training (ashore / on board)	
<b>Task 2.3.5</b>	Marine/Maritime Projects.	
	* MEH Project (Malacca Strait)	
	* Marine Highway Development (Western IO)	
	* Safety of Navigation on Lake Victoria	
<b>Task 2.3.6</b>	Bilateral agreements.	

**Program 3 - "Techniques and Standards Co-ordination and Support"**

**Element 3.1 - Meetings of the different Committees and Working Groups**

		COMMENTS
<b>Task 3.1.1</b>	Hydrographic Services and Standards Committee (HSSC)	

<b>Task 3.1.2</b>	Transfer Standard Maintenance and Application Development Working Group (TSMAD)	
<b>Task 3.1.3</b>	Paper Chart Specifications WG (PCSWG)	
<b>Task 3.1.4</b>	Digital Chart Presentation WG DCPWG)	
<b>Task 3.1.5</b>	Standardization of Nautical Publications Working Group (SNPWG)	
<b>Task 3.1.6</b>	Data Protection Scheme Working Group (DPSWG)	
<b>Task 3.1.7</b>	Harmonizing Group on Marine Information Objects (HGMIO)	
<b>Task 3.1.8</b>	Hydrographic Dictionary W.G. (S-32)	
<b>Task 3.1.9</b>	Commission on Promulgation of Radio Navigational Warnings (CPRNW)	
<b>Task 3.1.10</b>	IHO Standards for Hydrographic Surveys (S-44) (S44 WG)	
<b>Task 3.1.11</b>	Tides Working Group (TWG)	
<b>Task 3.1.12</b>	World-wide Electronic Navigational Chart Database (WEND)	
	WEND Task Group	
<b>Task 3.1.13</b>	GEBCO Guiding Committee	
<b>Task 3.1.14</b>	GEBCO Technical Sub-Committee on Ocean Mapping (GEBCO SCOM)	
<b>Task 3.1.15</b>	GEBCO Sub-Committee on Undersea Feature Names (GEBCO SCUFN)	
<b>Task 3.1.16</b>	Advisory Board on the Law of the Sea (ABLOS)	
<b>Task 3.1.17</b>	Joint Technical Experts Working Group (JTEWG)	
<b>Task 3.1.18</b>	Inland Waters H & C WG (new per XVII decision)	
<b>Task 3.1.19</b>	Data Quality Working Group (DQWG)	

### **Element 3.2 - Hydrographic Surveying**

<b>Task 3.2.1</b>	Publication S-44	
<b>Task 3.2.2</b>	Manual on Hydrography	
<b>Task 3.2.3</b>	Hydrographic Dictionary (HDWG)	
<b>Task 3.2.4</b>	Tidal Committee Publications	
<b>Task 3.2.5</b>	Hydrographic Publications (where there is no specific body in charge)	

### **Element 3.3 - Nautical Cartography**

<b>Task 3.3.1</b>	Nautical Publications.	
<b>Task 3.3.2</b>	Digital Data Protection	
<b>Task 3.3.3</b>	Liaison and cooperation with other organizations.	
<b>Task 3.3.4</b>	ENC Production, Distribution and Update.	
<b>Task 3.3.5</b>	INT Chart Series	

### **Element 3.4 - Marine Safety Information**

<b>Task 3.4.1</b>	CPRNW Expansion	
<b>Task 3.4.2</b>	NAVAREA Coordinators	

<b>Task 3.4.3</b>	CPRNW Publications	
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<b>Element 3.5 - Data for Geomatics Application</b>		
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<b>Task 3.5.1</b>	Development of Standards.	
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<b>Task 3.5.2</b>	Maritime Spatial Data Infrastructure WG	
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<b>Element 3.6 - Technical aspects of the Law of the Sea</b>		
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<b>Task 3.6.1</b>	ABLOS Conferences	
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<b>Task 3.6.2</b>	Technical Aspects of the Law of the Sea Manual (TALOS Manual)	
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<b>Task 3.6.3</b>	TALOS Technical Assistance	
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<b>Element 3.7 - Ocean Mapping Program</b>		
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<b>Task 3.7.1</b>	Shallow Water Bathymetry	
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<b>Task 3.7.2</b>	Bathymetric Data Integration	
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<b>Task 3.7.3</b>	Maps and Digital Grids	
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<b>Task 3.7.4</b>	New Products	
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<b>Task 3.7.5</b>	Global Education	
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<b>Task 3.7.6</b>	IHO Digital Bathymetry Data Center	
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<b>Task 3.7.7</b>	IBC Projects	
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<b>Task 3.7.8</b>	GEBCO Publications	
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<b>Program 4 - "Information Management and Public Relations"</b>		
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<b>Element 4.1 - Information Management</b>		
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COMMENTS
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<b>Task 4.1.1</b>	Maintenance and development of the IHO Web Site.	
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Development and Maintenance of Web Map Services (e.g IMO Catalogue)
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<b>Task 4.1.2</b>	Communications between the IHB and Member States through Circular Letters.	
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<b>Task 4.1.3</b>	IHO Publications.	
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<b>Task 4.1.4</b>	IHB Technical Library.	
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<b>Element 4.2 - Public Relations</b>		
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<b>Task 4.2.1</b>	Relationship with the Government of Monaco and other Authorities.	
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<b>Task 4.2.2</b>	World Hydrography Day	
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<b>Task 4.2.3</b>	Communications with Hydrographic Industry.	
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<b>Task 4.2.4</b>	Press Releases.	
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<b>Task 4.2.5</b>	Delivery of papers about the IHO.	
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<b>Task 4.2.6</b>	Public Relations' support	
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<b>Task 4.2.7</b>	Publicity.	
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**Program 5 - "General Organization Development"****Element 5.1 - IHO**

COMMENTS

<b>Task 5.1.1</b>	New IHO Structure.	
<b>Task 5.1.2</b>	IHO Work Programme and Budget.	
<b>Task 5.1.3</b>	IHO Strategic Plan. New ISPWG	
<b>Task 5.1.4</b>	IHO Legal Advisory Committee	

**Element 5.2 - IHB**

<b>Task 5.2.1</b>	IHB Administration.	
<b>Task 5.2.2</b>	IHB Staff Regulations.	
<b>Task 5.2.3</b>	IHB Translation Service.	
<b>Task 5.2.4</b>	IHB Finance Procedures.	
<b>Task 5.2.5</b>	IHB Procedural Manual for Permanent Activities	
<b>Task 5.2.6</b>	Staff Training	
<b>Task 5.2.7</b>	Maintenance	
<b>Task 5.2.8</b>	Purchase of IT equipment, furniture and other equipment	
<b>Task 5.2.9</b>	Removal of Directors and applicable PAs	

**Element 5.3 - International Hydrographic Conferences**

<b>Task 5.3.1</b>	4 <sup>th</sup> Extraordinary I.H. Conference	
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## THE 2009 WORK PROGRAMME AND BUDGET

This document expands upon the IHO 2009 Work Programme and Budget, provided in Annexes B and A respectively. They are linked by their common objectives and tasks, and provide an indication of the budgetary resources required for their accomplishment. This document describes these links in more detail.

The Proposed IHO Work Programme for 2009 is based on, and extracted from, the IHO Work Programme 2008-20012 as approved by the XVIIth I.H. Conference in April 2007, presented in a tabulated format.

A selection of tasks has been identified for each of the 5 Programmes into which the IHO activities are divided, according to the IHO Strategic Plan. The details are given below:

### FINANCIAL ANALYSIS

#### **Income:**

The funds needed to execute the IHO programme are almost exclusively derived from the Member States' contributions. For 2009 the number of shares has been slightly increased to 684, compared to the 673 shares used to prepare the budget estimates for the XVIIth IHC in 2007. This is due to two new Member States, Qatar and Ireland, joining the IHO. The four shares that remain unpaid by suspended Member States have not been counted.

As regards the level of contribution, the XVIIth I.H. Conference decided, for 2009, to keep the same unit share value that has been used since 2005, i.e. 3,984.48€. The addition of the above-mentioned new Member States after the Conference has resulted in an increase of 43,829 € to the Conference-approved income estimates of 2,901,121 €, bringing the total expected income to 2,944,950 €.

#### **Expenditures:**

Despite the slight increase in Income, the Directing Committee is recommending to keep expenditure at the level which was approved by the XVIIth IH Conference, i.e. 2,819,280 € allocating the added resources to increase the estimated budget excess with effect on the capital, for the time being.

Expenditures are divided into the following Chapters:

#### *Chapter 1 – Personnel Costs:*

Personnel costs are budgeted at 2,084,791 € for 2009, representing about 74% of the overall expenditure; understandably, the largest segment of Chapter 1 is devoted to salaries of the IHB staff (72%). The Internal Retirement Fund continues to be considered fully funded subject to yearly adjustments based on actuarial studies. Hence, the pensions for retirees are paid from the separately held IRF and not from the IHO budget.

#### *Chapter 2 – Current Operating Costs:*

Current Operating Costs are kept at the Conference-approved level, i.e. 524,365 €. Travel expenditure is very much in line with the previous years' figures, despite the rise in air fares resulting from the increased price of oil, the effect of which will be absorbed in the Work Programme. Travel-associated costs linked to the execution of the Capacity Building programme are kept within the five-year budget estimates.

#### *Chapter 3 – Capital Expenditures:*

The management of these expenditures has been optimized. For 2009, the level of expenditures (69,224 €) remains consistent with the five-year budget estimates and is even lower than the capital expenditures of the previous years.

*Allocation to Funds:*

Funds set aside for future expenditures remain within the maximal global envelope approved by the XVIIth I.H. Conference.

## **PROGRAMMATIC ANALYSIS**

The IHO 2009 Work Programme is divided, in line with the IHO Strategic Plan, into the following five programmes:

1. Cooperation with Member States and with International Organizations;
2. Capacity Building;
3. Techniques and Standards Co-ordination and Support;
4. Information Management and Public Relations;
5. General Organization Development.

For each Programme a concept was chosen aimed at highlighting what the Program is about. Under each Program there are elements, the objective of which focuses on the desired effect, followed by the tasks that constitute actions. All this was clearly documented in the 5-Year Work Programme approved by the XVIIth IHC in 2007, is well known to all and does not need to be repeated in this document.

The discussion below provides some indication of the level of effort and number of staff from the IHB and Member States involved in each element. From this information a gross level of expense can be estimated. Funds allocated for explicit budget lines associated with a programme element are highlighted when applicable.

### **Programme 1: Cooperation with Member States and with International Organizations**

*Element 1.1. – Cooperation with Member States:*

This element is largely accomplished through the Regional Hydrographic Commissions (RHCs). For 2009, ten RHCs and the HCA have programmed to meet. These meetings have increased in importance and will continue to do so as the RHCs become central to the whole process of the IHO communication and work programme execution strategy. These 3 to 4-day meetings constitute “the forum” for countries in the region to discuss accomplishments, identify initiatives and develop regional positions on IHO issues. They are also excellent opportunities to encourage Observer States to become members of the IHO and highlight the work of the IHO to government decision-makers. Attendance varies according to the size of the membership of the individual RHC, but 20 to 50 participants are common. A Director and possibly a Professional Assistant represent the IHB, and strongly contribute to the follow-up of the agreed actions. During 2009 it is expected that the first meeting of the IRCC shall take place as the new IHO structure enters into force 01 January 2009.

*Element 1.2. – Cooperation with International Organizations:*

This element continues to expand in scope and importance and is tied to the objectives of several other programme elements such as capacity building, standards support and public relations. SOLAS V continues to be a key convention that highlights the importance of hydrography within the UN and IMO. The IHO interaction with IMO has increased with initiatives to encourage expanded membership in the IHO and provide expert advice on and advocacy for hydrography within the IMO, which includes a systematic application of enforcement of carriage requirements for ECDIS. A Director and possibly a Professional Assistant usually attend the five-day IMO Assembly, Council, Maritime Safety Committee, Navigation Sub-Committee and Technical Cooperation Committee meetings. A Member State representative or a Professional Assistant usually attends the Sub-Committee on Radio Communications and Search and Rescue (COMSAR).



Joint initiatives between IOC and IHO such as GEBCO and IBCs remain important programmes in the IHO. Cooperation is mainly in capacity building projects, such as shallow water bathymetry in support of Tsunami Warning Systems (TWS), particularly in the development of the TWS for the Indian Ocean. A Director usually attends the five-day Executive Council and Assembly meetings.

The IHB has initiated joint trilateral meetings with IMO and IOC aimed at coordinating all capacity building efforts, avoiding duplication and supporting each other mainly in events such as courses, workshops and seminars delivered to raise the level of knowledge in developing countries. A Director and a Professional Assistant are involved in this initiative.

A report on IHO efforts in improving safety to navigation, protection of the marine environment and contribution to sciences in Antarctica is provided at each ATCM. The low priority given in national programs to conduct hydrographic surveys in this region is a permanent concern, and therefore permanent contact is required, particularly after the IHO HCA held a seminar on the importance of hydrography in Antarctica at the last ATCM. A Director usually represents the IHO at ATCM maintaining continuity in this effort.

There is close coordination with IALA and IAPH for cooperation in capacity building projects and for expert advice on various safety of navigation initiatives undertaken by IALA and IAPH. A Professional Assistant or a Member State representative normally represents the IHO at meetings of interest to the IHO.

ICA, IEC, ISO and FIG remain important partners primarily in the maintenance of standards. Additionally, FIG provides great support to IHO initiatives in CB matters. A Director or a Professional Assistant usually represents the IHO at these organizations.

The UN General Assembly and the UN Informal Consultative Process on Law of the Sea (UNICPOLOS) have provided high-level visibility for the efforts of the IHO, such as UNGA recognition of World Hydrography Day. A Director represents the IHO during sessions dealing with hydrographic matters.

*Element 1.3. – Cooperation with non-Member States:*

This element includes tasks to be undertaken by the RHC Chairmen in conjunction with the IHB Director in charge of the respective RHC. The central idea is to develop regional strategies to encourage participation and possible inclusion of non-Member States in IHO activities. Each Director and Professional Assistant are required to monitor this activity and support the RHC Chairmen.

**Programme 2 – Capacity Building:**

*Element 2.1 – Capacity Building Management:*

This element includes CBC and IAB meetings and also contains many tasks focused on the need to optimize the IHO CB structure by improving coordination with the RHCs, increasing the control over the projects / initiatives agreed and developing procedures for a better management of the CB Fund. This Fund will support the activities identified in Element 2.2 Capacity Building Provision. For 2009, 70,000€ from the normal budget and close to 65.000€ from the contribution made by the Republic of Korea are being allocated to the CB Fund for projects focused on developing basic hydrographic capabilities in developing countries. A Director and a Professional Assistant are involved for close to 30% of their overall time in the monitoring of this activity.

This element also includes the progress and update of the Standards of Competence for Hydrographic Surveyors and Nautical Cartographers and relevant publications (M-5, M-6, M-8 and S-47), as well as the recognition process of hydrographic and cartographic programmes, a task which involves a Director, a Professional Assistant and four Member State representatives, together with representatives from FIG and ICA.

#### *Element 2.2 – Capacity Building Assessment*

The EAHC and the SWPHC will receive in 2009 technical and advisory visits by teams formed by experts from their RHC supported by the IHB. In the case of the SWPHC this activity has been postponed for the last two years due to coordination and logistic difficulties that have been encountered in implementing this activity.

#### *Element 2.3 – Capacity Building Provision*

Several tasks are included under this element, starting from raising awareness of the importance of hydrography through all and any existing opportunity. Several RHCs will benefit from technical workshops, seminars and short courses. All initiatives have been identified as priority by the relevant RHCs and the CBC has studied and assessed all proposals and has identified the level of support that could be provided by the CB Fund. This element also considers the different MEH projects with regard to the CB component. The follow-up and coordination of all the activities considered absorbs close to 50% of the overall time of a Director and a Professional Assistant.

### **Programme 3 – Techniques and Standards Co-ordination and Support:**

#### *Element 3.1 – Meetings of the different Committees and Working Groups*

This element provides a general idea of the level of activity that the various IHO Committees and Working Groups expect for 2009. During 2009, when the new IHO structure enters into force, it is expected that some modifications to the programmed events might be made.

#### *Element 3.2 – Hydrographic Surveying*

This element includes activities to improve the quality of hydrographic data gathering through the development of specifications and standards for the execution of hydrographic surveys and provision of support to achieve the best practice. Keeping S-44 up to date and monitoring progress with the Hydrographic Dictionary, as well as ensuring that the Manual on Hydrography is kept updated with new information received, constitute tasks for the relevant WGs as well as for the IHB technical personnel.

#### *Element 3.3 – Nautical Cartography*

This element progresses through the work of the CHRIS Committee and its subsidiary bodies and the WEND Committee and its Task Group. A Director, a Professional Assistant and over forty Member State representatives attend the WEND Committee, while the WEND Task Group consists of a Director and four Member State representatives; CHRIS is attended by a Director, a Professional Assistant, over thirty Member State representatives and as many as ten observers from industry.

In 2009 emphasis will continue to be the monitoring and guidance on ENC, quality, consistency and accelerated production, distribution and update. Also the maintenance of existing Standards for ENC, Paper Chart and Publications.

The new structure, which is to be implemented on 01 January 2009, might examine this overall element and adopt improved ways to achieve the targets, including progress on the INT Chart production.

#### *Element 3.4 – Marine Safety Information*

Under this element, it is expected in 2009 to find ways to improve coordination of NAVAREAS and solve the problem of uncovered services mainly due to lack of communication. Routine maintenance of the relevant publications such as S-53 is also included. The Chairman of the CPRNW is expected to attend the first organizational meeting of the IRCC. One Director and one Professional Assistant are required to monitor this activity and support the CPRNW Chairman.

#### *Element 3.5 – Data for Geomatics Application*

This element includes for 2009 the continuation of the development of new standards for next generation data (i.e. S-100 and S-10Xseries) and paper chart symbols and the liaison with other standards organizations such as DGIWG, ICA, IEC and ISO. Attention will also be given to the development of

standards for coastal zone hydrographic surveys in support of other activities, as appropriate. The global and regional developments with regard to Spatial Data Infrastructure issues will be closely monitored by CHRIS during 2009 in order to keep Member States duly informed of the progress and actions that the IHO will consider adopting. One Director and two Professional Assistants are required to monitor this activity and support the CHRIS Chairman.

#### *Element 3.6 – Technical aspects of the Law of the Sea*

As a result of the postponement of the ABLOS Conference from 2007 to 2008, the conference planned for 2009 has also been postponed to 2010 and only a business meeting will be held. Actions will be taken during 2009 to finalize the French and Spanish versions of the last edition of the TALOS Manual. ABLOS will develop during 2009 a standard training program on the hydrographic aspects of maritime delimitation and identify appropriate lecturers. Afterwards, in conjunction with the CBC, the possibility of proposing this course as a training assistance program for interested Member States will be explored. The ABLOS Chairman is assisted by a Professional Assistant.

#### *Element 3.7 – Ocean Mapping Program*

This element includes the collection and exchange of ocean mapping bathymetric data and the development of standards for bathymetric data that would lead to greater use of these data for applications other than hydrography, as for example in an official grid form. In general, the Ocean Mapping Program needs to be followed due to the fragile support and priority at the IOC, due to funding restrictions. It should be noted that new ToR and RoP have been approved by the IHO and IOC to strengthen GEBCO and the new texts will be implemented in 2009. The tasks considered for 2009 mainly refer to grids, new products and contribution to education, as well as the maintenance of the associated publications. GEBCO matters are handled by a Director, three Professional Assistants and as many as ten Member State representatives who participate in the GEBCO Guiding Committee and the two Sub-Committees, SCUFN and TSCOM.

### **Programme 4 – Information Management and Public Relations**

#### *Element 4.1 – Information Management:*

The Directing Committee, the Professional Assistants, the Translators and several Category B staff members are highly involved in the tasks of this element. In 2009 the maintenance of an updated IHO Web site and Web Map Service constitutes a challenge as coordination and cooperation between the Member States and the IHB are vital. In 2009 the distribution service of publications, as well as Circular Letters, shall be mainly through the IHO site. Communications by e-mail will be preferred during 2009. Priority will continue to be given to updating IHO publications and making them available to Member States.

#### *Element 4.2 – Public Relations:*

The relations with the Principality of Monaco and with other governmental authorities from IHO and non-IHO Member States are handled through the time and efforts of the Directing Committee. The World Hydrography Day is a major event prepared by the IHB and in 2009 the supporting material for this celebration will be shared with Member States, as has been the practice in the past. The Directing Committee and the Professional Assistants accomplish this element when representing the IHO at external conferences, at other Organizations and meetings with the Hydrographic Industry. Great personal intervention is required for the preparation of papers to be delivered at any such opportunity.

### **Programme 5 – General Organization Development**

#### *Element 5.1 – IHO:*

This element includes the oversight of the work programme/budget and the implementation of the new IHO restructuring process. The Directing Committee, one Professional Assistant and a Category B staff assistant routinely monitor the budget and the Chairman and Vice Chairman of the Finance Committee are apprized at least twice a year. The ISPWG will remain active in 2009 at least until its report is

submitted to the 4<sup>th</sup> EIHC. One Director, a Professional Assistant and as many as 15 representatives from RHCs and Member States participate in the work of this WG. It is anticipated that the LAC will participate by correspondence in 2009.

*Element 5.2 – IHB*

All the in-house work considered for 2009 comes under this element in which all the IHB participates. The administration is handled by the Directing Committee with the assistance of Professional Assistants and the Category B staff. Present practical procedures not documented dealing with administration, finance, permanent activities and Staff are to be considered during 2009.

With regard to the translation service, the workload versus existing translation capabilities will be monitored in order to identify measures required to be adopted to ensure a good service during and after the implementation of the new IHO structure.

In 2009 the IHB will implement mechanisms to facilitate routine maintenance and optimize the manpower required to execute purchases and to organize the logistics involved in conducting meetings at the IHB.

*Element 5.3 – International Hydrographic Conferences:*

The preparation of the 4<sup>th</sup> EIHC (2009) will continue, both in terms of organization and in terms of preparing the documents that the IHB must submit to Member States in advance. The IHB Directing Committee and all the Staff will be involved in this activity.

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